

**REQUEST FOR ENGINEERING ASSISTANCE**

OFFICE USE ONLY  
 # \_\_\_\_\_ - \_\_\_\_\_



Franklin County Engineer's Office  
 970 Dublin Road  
 Columbus, Ohio 43215

Date: \_\_\_\_\_ Township: \_\_\_\_\_

The Board of Township Trustees hereby requests the County Engineer's engineering assistance as follows:

Road Name: \_\_\_\_\_ Road #: \_\_\_\_\_

Location: \_\_\_\_\_ miles \_\_\_\_\_ N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_ of \_\_\_\_\_ (nearest intersection)

Or Address # \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_ (roads).

**ROADWAY/TRAFFIC SAFETY:**

- Speed limit study
- Intersection traffic study
- Sight distance study
- Guardrail or barrier study
- Materials purchase

**CULVERTS:**

- Culvert inspection
- Culvert hydraulic analysis (pipe sizing)
- Force-account estimate
- County construction of township culvert

**SURVEY:**

- Right-of-way staking
- Road/alley vacation
- Boundary survey requests

**ROADWAY PLANNING AND MAINTENANCE:**

- Evaluate pavement condition
- Pavement resurfacing or repair (attach road list)
- Roadway widening or other improvement study
- Sidewalk or curb ramp study
- Force account estimate
- OPWC funding application

**DITCH/DRAINAGE:**

- Ditch maintenance or cleanout
- Storm sewer installation/
- Maintenance Force account estimate
- Other (describe below)

Include a brief description of what the Township is requesting. If there are multiple locations, list them below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

County Engineer is asked to respond to the following person who will be the point of contact in reference to this request:

\_\_\_\_\_  
 Name Title  
 \_\_\_\_\_  
 Address City Zip  
 \_\_\_\_\_  
 Phone Fax or email  
 \_\_\_\_\_

\_\_\_\_\_  
 Township Trustee Date  
 \_\_\_\_\_  
 Township Trustee Date  
 \_\_\_\_\_  
 Township Trustee Date  
 \_\_\_\_\_  
 Township Designee\* Date

A minimum of two Trustee signatures is required, or  
 \* A resolution by the Board authorizing a Township Designee to request engineering assistance.

**Mail, email or fax the signed and completed form to:**  
 Franklin County Engineer's Office  
 Attn: Elizabeth Kuhn, Executive Assistant  
 970 Dublin Road  
 Columbus, Ohio 43215  
 Email: ekuhn@franklincountyengineer.org

## Instructions for filling out the Franklin County Engineer's Request for Engineering Assistance form:

**DATE:** Fill out the date that the request was signed by the township board of trustees (or the last date if signed on more than one date by different trustees).

### ROADWAY/TRAFFIC SAFETY:

#### Speed limit study:

1. Gravel, dirt or unimproved roads" in accordance with ORC 4511.21(K)(1): The Board may establish speed limits by resolution, based on an **engineering and traffic investigation**, for all unimproved roads (gravel or dirt). A speed limit between 25mph to 55mph may be enacted. The County Engineer's Office will perform a speed limit study to determine an appropriate speed limit.

2. Subdivision streets within platted commercial or residential subdivisions in accordance with ORC 4511.21(K)(5): Except for "through highways", the Board may establish speed limits by resolution, based on an **engineering and traffic investigation**. Speed limits may be established from 25mph to 55mph on these streets. The County Engineer's Office will perform a speed study to determine an appropriate speed limit.

3. All other highways and roads in accordance with ORC 4511.21(B)(5): Speed limit established by ODOT based on **engineering investigation** done by the County Engineer. The Engineer will advise the township what, if any, change in speed limit is feasible, but ODOT has sole authority to alter speed limits on these roads. See County Engineer's website for more information.

**Intersection traffic study (stop sign, traffic signal or roundabout):** The Engineer will investigate the current traffic pattern at the intersection using traffic counts or other methods. If a change in the current stop condition is warranted, the Engineer will recommend a change and/or a course of action. If one of the roads is a county road, Franklin County must approve the change.

**Sight distance study:** The County Engineer's Office will collect field data on sight distance and report whether the existing sight distance conditions are satisfactory or whether changes are needed with a recommended course of action.

**Guardrail/barrier study:** The County Engineer's Office can conduct guardrail warrant studies or other types of safety studies. Please provide detailed information on what is desired from the study.

### ROADWAY/TRAFFIC PLANNING:

**Pavement resurfacing or repair:** If pavement resurfacing such as asphalt paving, chip sealing or micro-surfacing is desired, the limits of the work should be specified. If multiple roads are being requested, list the roads and limits in the space provided for description of the request. If additional space is needed, attach a separate list. If the township wishes to program the road for the County's annual resurfacing program, indicate all township roads that the Board wishes to enter into the program. The Engineer can also provide estimates as requested.

**Roadway or intersection improvement:** The Township should specify the type and limits of improvements desired. Be specific. If only pavement work is desired, please refer to the section above. For road widening or more extensive improvement projects, the County Engineer's Office will evaluate existing conditions and report on possible alternatives. Estimated costs will be provided.

### FUNDING APPLICATIONS:

**OPWC application:** The County Engineer's Office can help you submit a funding application for Ohio Public Works funding. Contact [bcox@franklincountyengineer.org](mailto:bcox@franklincountyengineer.org) for more information on scheduling and applying for OPWC projects.

### CULVERTS:

**Culvert safety inspection:** The Engineer will inspect and evaluate the existing culvert according to ODOT culvert inspection procedures and report the condition of the structure. This will include evaluation of functional capacity. An estimate will not be included unless specifically requested.

**Culvert hydraulic analysis:** The Engineer will perform drainage calculations to determine the waterway adequacy of the existing culvert and, if necessary, the proper size for a replacement culvert. An estimate will not be included unless specifically requested.

**Force account estimate:** A force-account assessment form will be completed by the Engineer in conformance with ORC 5575.01. This is an estimate of the actual labor, materials and equipment cost required to perform the work. If the estimated cost of the construction is less than \$77,250, the township may perform the work using its own crews, may hire a contractor, or may request the County Engineer's crews to perform the work. If it is over \$77,250, the township must advertise for competitive bids. A force account estimate is required for culverts constructed by township forces or by county forces.

**County construction of township culvert:** The County Engineer's Office will construct culverts on township roads with its own forces at the request of the board of trustees. The Engineer will first advise the township how long it will take to complete plans and specifications for the work. The Engineer will also determine cost sharing eligibility in accordance with the County Engineer's Culvert Cost Sharing Policy.

**DITCHES/DRAINAGE:** If the Township is requesting ditch work for any county maintained ditch, please indicate which ditch it is and the limits of the requested work.

**LOCATION:** Specify the location as a point referenced from the nearest intersection (for culverts). For road segments, such as for a speed limit study or for resurfacing, please specify the beginning and end points.

**DESCRIPTION OF REQUEST:** Include any supplemental information that would be helpful in responding to the request, including the specific issues that brought forth the need for the request. This is especially important when requesting a recommendation and estimate for road improvements, since there are a variety of improvements that can be performed.

**TOWNSHIP CONTACT PERSON:** Provide contact person's name, address, telephone and email.

**APPROVAL OF REQUEST:** All REA's must be signed by at least two (2) township trustees, or may be signed by the township designee when authorized by resolution of the board of trustees.